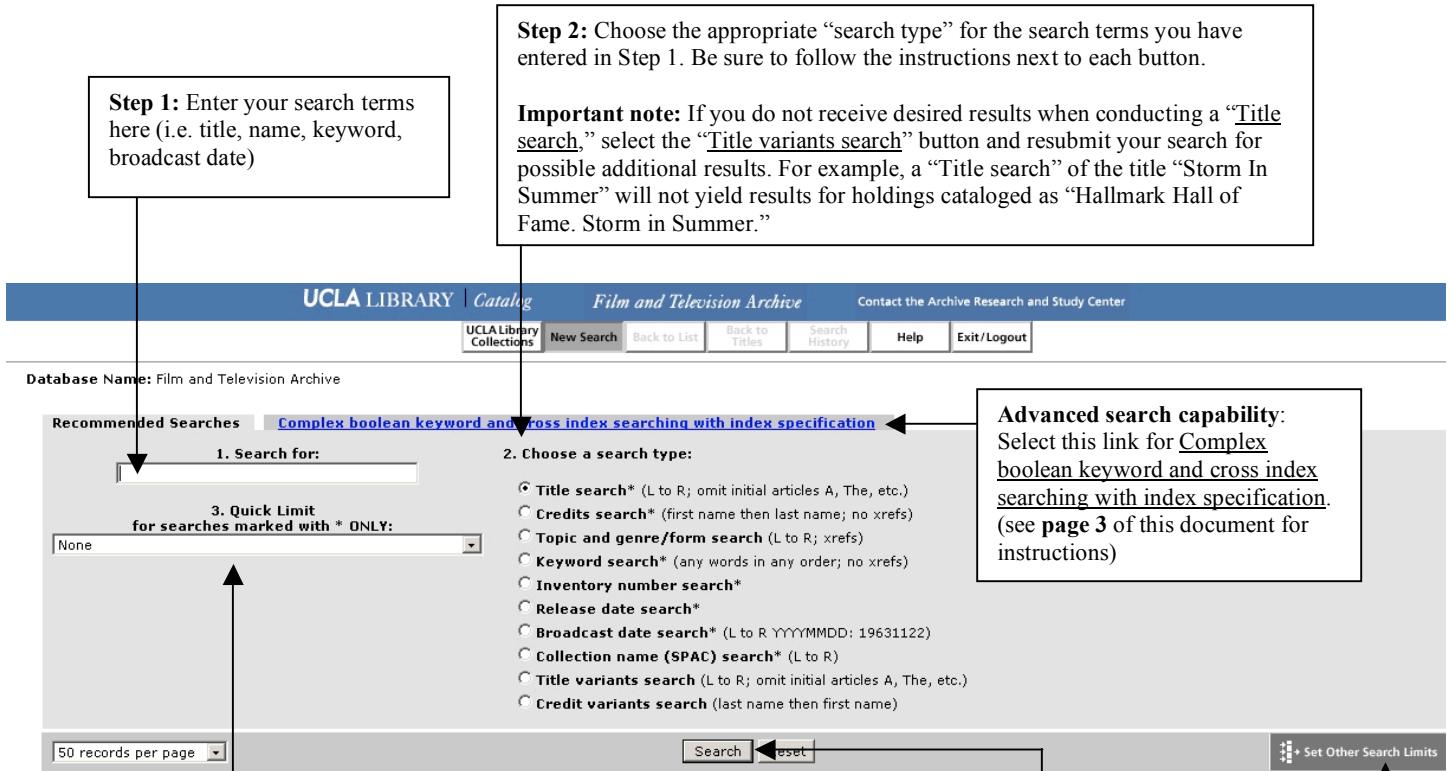


Searching the Archive's Online Catalog: Quick Start Guide

Archive holdings may be searched through UCLA Library's web-based catalog at <http://cinema.library.ucla.edu/>.



Step 1: Enter your search terms here (i.e. title, name, keyword, broadcast date)

Step 2: Choose the appropriate "search type" for the search terms you have entered in Step 1. Be sure to follow the instructions next to each button.

Important note: If you do not receive desired results when conducting a "Title search," select the "Title variants search" button and resubmit your search for possible additional results. For example, a "Title search" of the title "Storm In Summer" will not yield results for holdings cataloged as "Hallmark Hall of Fame. Storm in Summer."

Advanced search capability: Select this link for Complex boolean keyword and cross index searching with index specification. (see page 3 of this document for instructions)

Step 3: If desired, select a **Quick Limit** on your search. You may limit your search to:

Study collection holdings:
Your search will be limited to holdings that are usually available for viewing on campus the next working day after requested. These are titles held on campus in VHS, DVD, and Laser Disc formats.

Research collection holdings:
Your search will be limited to master holdings that will require transfer to VHS/DVD for viewing. Note that these holdings are stored off-site. Physical formats include; 35mm safety and nitrate prints; 16mm prints; 1", 3/4", and 1/2" videotape tape

Nitrate print holdings:
Your search will be limited to 35mm nitrate prints; including some archival prints that are unavailable for viewing. Please contact ARSC for more information.

IMPORTANT: Viewing requests for Research Collection and nitrate print materials must be submitted to arsc@ucla.edu a minimum of several weeks before a proposed visit (greater advance lead time recommended). Transfer requests can only be facilitated as holding condition and limited staff and equipment resources allow.

Note: If a Quick Limit is not selected, search results will include holdings from all of the categories listed above, and Archival Copy items that are not available for viewing at this time.

Step 4: Select the Search button

Additional Search Limits: Select this link for additional search limits, including date limits (see page 2 of this document for instructions).

Search strategy tip: Begin your search of the collection without any limits to gauge the full range of available materials.

Need further assistance?
Please contact the Archive Research and Study Center (ARSC) by e-mail arsc@ucla.edu or by phone 310-206-5388.

Searching the Archive's Online Catalog: Search Limit Screen Instructions

Set Date Limits:

- To limit your search to holdings from a specific year (broadcast date or film release date), enter the year in the date field and select the “= equals” button. Then, select the “Set Limits” button.
- To limit your search to holdings to the period following a specific date, select the “> later than” button. Then, select the “Set Limits” button.
- To limit your search to holdings from the period before a specific date, select the “< earlier than” button. Then, select the “Set Limits” button.
- To limit your search to holdings from a specific date range, select the “Range button”; enter the start date in the date field on the left; enter the end date in the date field on the right. Then, select the “Set Limits” button.



Search Limits

- Database Name: Film and Television Archive
- Select ways of limiting your searches below, then click the Set Limits button.
- Choose multiple limits within a single menu box by holding the [Ctrl] or [Apple] key while selecting.
- Search limits will remain in effect until you specifically clear them or until you exit the Catalog.

Important! Be sure to click the “Clear Limits” button to reset limits between new searches.

[UCLA Library Collections](#) [New Search](#) [Back to List](#) [Back to Titles](#) [SearchHistory](#) [Help](#) [Exit/Logout](#)

Set advanced Location limits:

These limits allow Archive staff and other advanced users the option of limiting searches to very specific holdings by storage location and according to access availability designation. The “Quick Limit” search options available on the main catalog screen will suffice for most patrons. Note that several limit options here are for archival and preservation holdings that cannot be made available for research viewing at this time.

Set Language limits:

This function will allow you to limit your search to titles produced or dubbed in a specific language. This limit applies only to the language of the soundtrack and does not limit to the language of subtitles.

Set Place of Publication limit: This function will allow you to limit your search to titles produced in a specific country.

Search Strategy tip: Begin your search of the collection without any limits to gauge the full range of available materials.

Need further assistance?

Please contact the Archive Research and Study Center (ARSC) by e-mail arsc@ucla.edu or by phone 310-206-5388.

Searching the Archive's Online Catalog:

Complex Boolean keyword and cross-index searching with index specification

This screen will allow you to conduct a very specific search of keywords located anywhere in a record, or only in specific fields. This type of search is useful for tailoring a specific search to meet your needs and/or limiting your search where a broad search may return too many items irrelevant to your interest/research topic.

The first example shown below is for a search of holdings relevant to the subject "John F. Kennedy" and the keyword "assassination," with records containing the keyword "newsreels" to be excluded from search results. Such a search would be useful for locating any non-newsreel-related records relevant to the subject "John F. Kennedy" and the keyword "assassination."

The screenshot shows the search interface for the UCLA Library Film and Television Archive. The header includes the library name and navigation links. The search area is titled "Complex boolean keyword and cross index searching with index specification". It features three search rows: the first for "john f kennedy" in the "Subject" field, the second for "assassination" in the "Keyword Anywhere" field, and the third for "newsreels" in the "Keyword Anywhere" field. Boolean operators are set to AND, OR, and NOT. The interface also includes a "50 records per page" dropdown, "Search" and "Reset" buttons, and a "Set Other Search Limits" link.

Builder Search

[UCLA Library Collections](#) [New Search](#) [Back to List](#) [Back to Titles](#) [SearchHistory](#) [Help](#) [Exit/Logout](#)

This example shown below is for a search of holdings relevant to the subject "Steven Spielberg" and the keyword "Jaws", with records containing the keywords "motion picture" to be excluded from search results. Such a search would be useful if you were interested in viewing records relevant to Steven Spielberg and the film "Jaws", but were not interested in viewing a record for the motion picture "Jaws."

The screenshot shows the search interface for the UCLA Library Film and Television Archive. The search area is titled "Complex boolean keyword and cross index searching with index specification". It features three search rows: the first for "Steven Spielberg" in the "Subject" field, the second for "jaws" in the "Keyword Anywhere" field, and the third for "motion picture" in the "Keyword Anywhere" field. Boolean operators are set to AND, OR, and NOT. The interface also includes a "50 records per page" dropdown, "Search" and "Reset" buttons, and a "Set Other Search Limits" link.

Builder Search

[UCLA Library Collections](#) [New Search](#) [Back to List](#) [Back to Titles](#) [SearchHistory](#) [Help](#) [Exit/Logout](#)

This example shown below is for a search of holdings relevant to the keywords "Spike Lee" and the keyword "television." Such a search would be useful if you were interested in viewing records relevant to any television programs in which the word "spike" and "lee" both appear.

The screenshot shows the search interface for the UCLA Library Film and Television Archive. The search area is titled "Complex boolean keyword and cross index searching with index specification". It features three search rows: the first for "spike lee" in the "Keyword Anywhere" field, the second for "television" in the "Keyword Anywhere" field, and the third with an empty search field in the "Keyword Anywhere" field. Boolean operators are set to AND, OR, and NOT. The interface also includes a "50 records per page" dropdown, "Search" and "Reset" buttons, and a "Set Other Search Limits" link.

Builder Search

[UCLA Library Collections](#) [New Search](#) [Back to List](#) [Back to Titles](#) [SearchHistory](#) [Help](#) [Exit/Logout](#)

Searching the Archive's Online Catalog: Reading Archive Catalog Records

The following example is a portion of an Archive catalog record for the Charles Burnett film "Several Friends"

[Full View](#) [Abridged View](#) [MARC 21 View](#)

...: Several friends / director, Charles Burnett. 1969.

Version: Short 21-23 min. version? (Playing time on release was 45 min., according to: Internet movie database, May 12, 2004.)

...: PRESERVATION HISTORY: Preserved at the UCLA Film and Television Archive. Input Sept. 30, 2002, al; rev. Feb. 9, 2004, al; rev. May 12, 2004, my.

Genre(s)/form(s): [Shorts](#), [Personal/independent films and video](#), [Black films and programs](#), [UCLA preservation](#).

Credits heading(s): [Burnett, Charles. direction](#)

BBID (expression): 154059

Database: Film and Television Archive

Location: NON-CIRCULATING RESEARCH AND STUDY CENTER COPY

Inventory Number: VA19405 M

Collection: MP Motion Picture Collection

Format: 1 videocassette of 1 (VHS) (21 min., 25 sec.) : sd., b&w ; 1/2 in.

Reproduction: Los Angeles, Calif. : UCLA Film and Television Archive, 2002-07-26. Reproduced at Commercial Services from 1/2 in. (Betacam SP) videocassette (M84925). Reproduction for reference purposes.

Notes: Study copy. Available for onsite viewing only. Input Feb. 27, 2004, al.

HLDID (manifestation): 277686

Location: Non-circulating Preservation Vault archival copy

Inventory Number: M90713

Collection: MP Motion Picture Collection

Format: 1 reel of 1 (ca. 1000 ft.) : opt sd. ; 35-32 mm. polyester prsv track neg.

Reproduction: Los Angeles, Calif. : UCLA Film and Television Archive, 2002-02-06. Reproduced at NT Audio from 8 mm. sound cassette (M90711). Reproduction for preservation purposes permitted by Charles Burnett.

Notes: Archival copy. Not available for viewing. Contact the Research and Study Center for further information. Reserved for preservation.

LOCATION: PRES. VAULT.

A Study Copy holding is usually available for next day campus viewing.

Please note the item's Inventory Number. This number should be submitted with your viewing request.

Holdings designated as an Archival Copy are not available for viewing. These holdings may be negatives, preprints, or preservation masters.

The example below is from a portion of an Archive catalog record for an episode of "Ralph Story's Los Angeles."

...: Ralph Story's Los Angeles. [1968-07-21]. [1968-07-21]

...: Show no. 202C.

Record date: July 5, 1968.

Genre(s)/form(s): [Documentaries and factual films and video](#).

Credits heading(s): [Ralph Story's Los Angeles. No. 202C](#), [Story, Ralph](#).

BBID (expression): 107954

Database: Film and Television Archive

Location: Non-circulating SRLF archival copy

Inventory Number: T6688

Collection: TV Television Collection

Format: 1 videoreel of 1 : sd., col. ; 2 in.

Notes: Preservation copy. NOTES: "HVT1.66."

HLDID (manifestation): 187614

Location: Non-circulating SRLF research copy

Inventory Number: T28114

Collection: TV Television Collection

Format: 1 videoreel of 1 : sd., col. ; 3/4 in.

Notes: Conservation copy. NOTES: "3/4 VT6784."

HLDID (manifestation): 187613

When requesting TV programs, please be sure to forward both series and episode title with your request. If there is no episode title, please note the program's airdate as listed in the title.

Viewing requests for "Research Copy" and nitrate print materials must be submitted to arsc@ucla.edu a minimum of several weeks before a proposed visit (greater advance lead time recommended). Transfer requests can only be facilitated as holding condition and limited staff and equipment resources allow.

Archive Research and Study Center (ARSC)

Frequently Asked Questions

Patrons must contact the ARSC office at 310-206-5388 or arsc@ucla.edu to coordinate their research requests in advance of any visit to the Archive. Note that many titles listed in the Archive's catalog may require significant lead time to prepare for research viewing.

Which items are available to be viewed for research purposes?

The following access designations are found in the location field of Archive holdings records in the Archive main catalog:

STUDY COPIES: usually available to be viewed with one working day's notice –contact arsc@ucla.edu.
RESEARCH COPIES: several weeks minimum advanced lead time required –contact arsc@ucla.edu.
ARCHIVAL COPIES: unavailable to be viewed at this time—contact arsc@ucla.edu.

How do I request items to view for research?

Please contact the Archive Research & Study Center at arsc@ucla.edu. In your e-mail, please include:

- Your mailing address and phone number
- Your institution/and or company (if applicable)
- Your job title and/or student status (faculty, undergraduate, and department etc.)
- A two-to-three line description of your research project (please include specifics).
- Also include your request list as compiled from our online catalog (be sure to include titles and item inventory numbers) and your proposed visit date(s).

Once staff has reviewed your requests you will be contacted and advised of item availability and viewing appointment dates.

May I view a 16mm print or a 3/4" video?

16mm prints and 1/2" or 3/4" tapes designated as Research Copies will require up to 14 working days or longer to prepare for viewing. Requests to view such materials must be submitted to the ARSC office a minimum of several weeks before your proposed visit date. In advance of your visit, the materials will be transferred to VHS or DVD for viewing on standard televisions in UCLA's campus media lab.

Please also note:

- Title request lists should be forwarded to ARSC in prioritized order (with item inventory numbers) and must be limited to titles that are essential to your research project.
- Transfer requests can only be facilitated as holding condition and limited staff and equipment resources allow. Some holdings may be unavailable due to condition, lack of adequate lead time, etc.
- Viewing requests for more than four hours of Research Copy material may require significant additional processing time in advance of your visit.

May I view a 35mm print?

Access to 35mm prints is limited to titles that are not available on home video and for which the Archive holds no other viewable elements. Requests to view such materials must be submitted to the ARSC office a minimum of several weeks to a month before your proposed visit date. To protect these original elements all requests to view 35mm materials are subject to approval.

Please note:

- Request lists for titles held on 35mm should be forwarded to ARSC in prioritized order and must be limited to titles essential to your research project.
- Please note that transfer requests can only be facilitated as holding condition and limited staff and equipment resources allow.
- Approved titles held on 35mm will be transferred to access copies (VHS or DVD) for viewing on standard televisions in UCLA's campus media lab.

Patrons must contact the ARSC office at 310-206-5388 or arsc@ucla.edu to coordinate their research requests in advance of any visit to the Archive. Note that many titles listed in the Archive's catalog may require significant lead time to prepare for research viewing.